

CALIFORNIA EARTHQUAKE AUTHORITY (CEA)

***REVISED**

***REVISED**

OFFICE ASSISTANT/TECHNICIAN (G)

\$1,775 - \$2,370/

\$2,258 - \$2,745

SACRAMENTO

RESPONSIBILITIES: The California Earthquake Authority (CEA) is seeking an Office Assistant OR Office Technician to greet visitors, screen incoming calls, and direct visitors to the appropriate staff in the Executive Office. The incumbent will perform a variety of support duties to include but not limited to: assisting members of the public by providing information and direction on issues relating to the CEA, provide clerical support to the Legislative & Public Affairs Coordinator and other management staff, and compose correspondence from verbal or written instructions as required.

DESIRABLE EXPERIENCE/ QUALIFICATIONS: The successful candidate must possess good oral and written communication skills; good interpersonal skills and a demonstrated ability to exercise tact, diplomacy and good judgement at all times. Dependability, initiative, resourcefulness, and the ability to follow oral and written directions, and work cooperatively with others are essential. Telephone and receptionist experience preferred.

WHO MAY APPLY: Applications will be accepted from current State employees at the Office Assistant (G) level, employees within transfer range or individuals with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed, however, only the most qualified candidates will be interviewed. SROA or surplus employees are encouraged to apply. *Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, reinstatement or list eligibility) on the state application.*

SEND COMPLETED STATE APPLICATION TO: California Earthquake Authority
c/o DEPARTMENT OF INSURANCE - Human Resources Management Bureau
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attention: Jovi Balaoro
Please indicate "CEA-Office Asst./Tech. (G)# 100-1441-900" on the State application. For additional information, please call (916) 492-3411.

FINAL FILING DATE: **UNTIL FILLED**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

5/22/2000

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.